

**MINUTES OF THE STATE PERSONNEL BOARD**  
**January 15, 2009**  
**Charleston, West Virginia**

The State Personnel Board met on January 15, 2009, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert W. Ferguson, Jr., Chairman, and members, Jack Canfield, Mark Carbone, Sharon Lynch, and Eugene Stump. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; John Bowyer, Assistant Director of the Employee Relations Section; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Lisa Dalporto, Assistant Director of the Classification & Compensation Section; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; Barbara Jarrell, Senior Personnel Specialist of the Classification and Compensation Section; and, Shelly Lowery, Secretary to the Board.

**APPROVAL OF MINUTES**

The members of the Board received the minutes from the December 18, 2008 meeting and the December 23, 2008 emergency meeting prior to this meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes for the December 18, 2008 meeting. Mr. Canfield seconded the motion. Ms. Lynch moved to accept the minutes for the December 23, 2008 emergency meeting. Mr. Canfield seconded the motion. The Board approved the December 18, 2008 and December 23, 2008 minutes by unanimous consent.

**CONSIDERATION OF PROPOSALS**

**MILITARY AFFAIRS AND PUBLIC SAFETY**

Upon motion of Ms. Lynch, seconded by Mr. Carbone, the State Personnel Board approved proposal #2495, designating the following organizational units for the specified job classes in the Department of Military Affairs and Public Safety as the organizational units for interdepartmental transfers. These transfers are due to the elimination of positions in the Department of Military Affairs and Public Safety and subsequent consolidation of those eliminated positions in the Office of Technology of the Department of Administration, all in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7).

Division of Corrections

- Information Systems Coordinator 1
- Information Systems Coordinator 2
- Information Systems Specialist 3

Division of Criminal Justice Services

- Information Systems Specialist 3

Division of Juvenile Services  
Information Systems Coordinator 2  
Information Systems Manager 1

Division of Veterans Affairs  
Information Systems Coordinator 1  
Information Systems Manager 1

These actions are effective no sooner than February 1, 2009. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

## **DIVISION OF PERSONNEL**

Upon motion of Mr. Canfield, seconded by Mr. Carbone, the State Personnel Board approved proposal #2496, (1) revising the West Virginia Division of Personnel Schedule of Salary Grades to replace the current minimum, market, and maximum rates of pay grades 2 through 26, (2) revising the Department of Transportation Hourly Pay Schedule to replace the current minimum, lower mid, midpoint, upper mid, and maximum rates of the pay grades with new minimum, market, and maximum rates of pay grades 10H through 15H, and (3) a plan of implementation providing that (a) an incumbent whose salary falls below the minimum rate of the new range shall have his or her salary adjusted to the new minimum, (b) an incumbent whose salary falls within the new range shall maintain his or her current salary, and (c) an incumbent whose salary falls above the maximum rate of the new range shall maintain his or her current salary, and (4) adjustment of all special hiring rates by (a) eliminating all special hiring rates that are less than the proposed revised minimum rates, (b) modifying all percentage-based special hiring rates for which the amounts are greater than the proposed revised minimum rates from a percentage to the amount of the current special hiring rate, (c) retaining all set amount special hiring rates which are greater than the proposed revised minimum rates, and (d) retaining all special hiring rates authorized at any rate in the range. These actions are effective no sooner than February 1, 2009. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

## **OTHER BUSINESS**

Ms. Lynch requested that discussion of the rule revision process be deferred to the February 19, 2009 meeting. With no further business, the meeting adjourned.

**NEXT BOARD MEETING**

**The next state Personnel Board meeting is scheduled for February 19, 2009, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.**

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**Robert Ferguson, Jr., Chairman  
State Personnel Board**

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**Shelly R. Lowery, Secretary  
State Personnel Board**